



## **CALIFORNIA WING OPERATING INSTRUCTION 31**

**1 JUNE 2008**

**Communications**

**COMMUNICATIONS LOGISTICS**

**ANNUAL MEMBER ISSUED EQUIPMENT VALIDATION**

### **Policy**

CAPR 100-2 requires an annual validation of all communications equipment issued to individuals. This is accomplished by providing annual validation information to the individual member using the Communications Equipment Management System (CEMS).

California Wing will accomplish its' annual validation of member issued equipment en mass. This is intended to provide efficiency and standardization to the annual validation process. The California Wing Director of Communications or designated Communications Staff member will prepare the documents necessary to complete the annual validation using the Equipment Validation Selection Criteria menu in CEMS. The designated staff member will also prepare instructions to assist the member in completing the required equipment validation and the address to return completed documents. Once prepared the validation documents and instructions will be sent to each member via electronic mail or USPS as appropriate. The member will have 30 days from date of receipt to sign and return hard copies of the validation document to the address supplied with the material.

As the en-mass annual validations are completed all individual assignments will then adopt the same anniversary date.

Annual validations will be conducted as part of the annual non-expendable inventory of communications equipment during the first quarter of each year.

Certified 1 June 2008, Major Michael A. Heil, DC